

DEPARTMENT OF FORESTRY AND FIRE PROTECTION
OFFICE OF THE STATE FIRE MARSHAL
RUBEN GRIJALVA, STATE FIRE MARSHAL



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September 6, 2005

Re: Core Committee Meeting Minutes

The Office of the State Fire Marshal hosted a conference call/meeting to discuss the roles, responsibilities, and basic direction for the ICC Core Committee and Work Groups.

Chief Ruben Grijalva, State Fire Marshal discussed:

- Although the OSFM is seeking broad participation at this phase of the process, it is still the “code development process” of the OSFM and thus all documents are considered internal working documents until submittal to the Building Standards Commission after Department and Agency review.
- The Core Committee will serve as a review and recommendation body to the State Fire Marshal
- The Assistant State Fire Marshal (to be determined/appointed) will be a member of the Core Committee
- Dan Najera, Deputy State Fire Marshal III will serve as liaison for the work groups; as will the newest DSFM to be hired
- Leslie Haberek will serve as ICC liaison for the work groups
- The State Fire Marshal’s Office will provide support for the Core Committee’s meetings, locations, and minutes

Dan Najera reviewed the Nine-Point Criteria Analysis of Proposed Building Standards. He indicated that points 1, 2,3,4,7, 8, & 9 should pose little or no problems/issues. He stated that point 5 (costs/benefits) may not have had to be justified in the past; however now this could pose a larger task for the work groups and core committee to evaluate the impact. He suggested that on point 6 (ambiguous/vague language) he groups avoid use of legal jargon; a lay person needs to understand, if possible.

There was additional general discussion which emphasized that the Work Groups receive clear direction and understanding of the Nine-Point Criteria. Chief Grijalva indicated he will consider recommendations when the Core Committee is in agreement and/or has consensus.

Chief Grijalva discussed the role/involvement of private industry:

- The Core Committee members have no financial interests
- The Work Group members may have financial interests as they are the technical experts and industry advice is desirable at this level
- There are 3 ways for industry to have impact:
 1. Serve on a work group*
 2. Review the work group/core committee minutes and comment

3. Submit code change/form/nine-point criteria to the SFM/Core Committee for review and recommendation to the State Fire Marshal.

Chief Grijalva indicated that he will conduct open stakeholder meetings; and his intent is to make available the Core Committee's meetings by various means/methods as appropriate and timely (open, minutes posted to web page, comment periods, etc.).

Leslie Haberek will coordinate and provide the work groups with the resources/books, etc. She asked that if/when technical support is requested/needed, please give her a week or two lead time as the support person is out of state and in high demand.

All: No objections to the Workgroup Chairs and Co-chairs; each workgroup will provide "Action Minutes". The SFM will develop/provide a model draft of the minutes format.

All: Communications:

- The Core Committee will conduct bi-monthly conference calls beginning October 4, 2005; and post their agendas/minutes
- Work Group (South) kick-off meeting scheduled for September 16th
- Work Group (North) kick-off meeting scheduled for September 21st
- The website will be available for public participation; minutes, etc. will be posted
- The Work Groups will email their meeting schedule(s) to Dan Najera
- Chief Grijalva emphasized the need for all to maintain coordinated efforts with other State Agencies
- Chief Grijalva will give a progress report to the Building Standards Commission at their meetings

Minutes Submitted by: Dee Tokimitsu, Division Chief, Support Services

Approved by:


RUBEN GRIJALVA
State Fire Marshal